

Verna

CLEMSON UNIVERSITY
COMMISSION ON CLASSIFIED STAFF AFFAIRS

Executive Committee Minutes

December 4, 1989

Present: Judi Nicks, chair, Ruth Taylor, Jana Mize (Communications & Treasurer), Verna Howell, Pat Padgett, Ray Thompson.

The meeting was called to order at 10:35 am.

It was discussed and approved that the Commission would pay the \$15.20 per graduation for robe rental for the Classified Staff Marshall. The Marshall represents all the classified staff at graduation rather than just one department or college.

Pat Padgett reported that the award luncheon will be January 12, at the Clemson House. The date is on President Lennon's calendar. Judi should invite him. The Communications committee will issue the invitations to the alumni members to be honored.

There was brief discussion as to the best way to promote the scholarship. Ray Thompson said that he would pay for a video in the spring. Judi reported that the letter from her is at the printers, and the same brochures from the Development Office would go out after that. She also talked with Shirley Brown in Financial Aid about the requirements. Academic merit takes precedence and then financial need, but a student with no need would not be considered. An announcement notifying staff members that their children may apply should go out in January.

Judi will brief the Commission on the Strategic Planning Committee's Task force reports at the December 12 meeting.

Judi asked Ray to report on the status of the Smoking Policy. It is in John Newton's office and Ray asked Judi to make a request for a status update in writing.

Verna Howell discussed these items from the Policy Committee:

1. Two letters have been received from Extension people regarding the time missed because of Hurricane Hugo. Verna, through Judi, wrote a preliminary response to these letters. Also, resolution CSA7-12-89 was discussed to ask that days spent in the relief effort be considered as part of the make-up time for days missed and that the Legislature "forgive" Friday, September 22. It will be sent to the commission as modified.
2. Resolution CSA5-12-89 on representation on search committees was discussed and will be recommended for Commission approval.
3. Resolution CSA6-12-89 on updating the amount of shift differential payment was discussed and will be recommended for commission approval.

Pat Padgett reported from the Welfare Committee that CSA4-11-89 endorsing the intent of the Blue Ribbon Compensation Package passed in the mail vote 19 in favor, 5 abstain.

Jana Mize reported for Communications that the work on the Hazardous Weather brochure is underway and that John McKenzie is waiting for our comments. Send them in **now**. Also, it was noted that the Snow Plan from the University Union was distributed to the staff last week despite our request that it not be sent because it does not pertain to the staff and just confuses people on what the policy is for the staff. Judi will call and write Butch Trent with a copy to Almeda Jacks.

Pat brought a letter asking that the Commission's minutes be put in DORIS on a more timely basis. This letter will be sent to Dianne Haselton, Secretary, and to the Communications Committee.

Jana announced her promotion to Business Associate for collections in the Business Office. She will continue her term through 1992. She also mentioned that the Employee Relations Council is for non-exempt employees only. The question was raised of who represents the exempt. Judi will look into that. (Note: for now, Jana's position can represent these employees and when it comes up for election it should continue to be an exempt position. Counts: in Physical Plant 44 exempt, 300 non-exempt; in Business and Finance 78 exempt, 183 non-exempt).